

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR12623058

DATE POSTED: 03/11/22

POSITION NO: 244701

CLOSING DATE: 03/24/2022 by 5pm

POSITION TITLE: Planner

DEPARTMENT NAME / WORKSITE: Department of Fish and Wildlife/Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: ☒ GRADE/STEP: BQ63A

WORK HOURS: 8 A.M. - 5 P.M. PART TIME: ☐ NO. OF HRS./WK.: \$ 41,488.56 PER ANNUM

SENSITIVE ☒ SEASONAL: ☐ DURATION : \$ 19.87 PER HOUR

NON-SENSITIVE ☐ TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Provides technical assistance and administrative support to program staff and other tribal and non-tribal entities involved in the development of an Agricultural Resource Management Plan (ARMP) for the Navajo Nation. Clarifies and interprets policies, goals and objectives, planning activities and proposals. Interacts with the public, contractors and team members involved with development of the ARMP in applying planning requirements, project plans and requests for changes or variances as needed. Analyzes data collected, presents recommendations with supporting conclusions and findings, provides technical support to program staff and contractors and interprets policies goals and objectives and planning activities. Develops requests for proposals to advertise for a contractor, evaluates proposals and selects a qualified contractor in compliance with Navajo Nation Procurement Act. Works directly with the Wildlife Manager and Contract Compliance Officer on all aspects of the ARMP planning process.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Community Planning, Architecture, Engineering, Sociology, Geography, Economics, Political Science, or closely related area; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Must possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of planning concepts, principles, techniques and practices of community planning. Knowledge of the implications of economic, population and sociological trends on community planning. Knowledge of social, economic and political makeup of the Navajo Nation. Knowledge of planning elements involving geographic studies, political science, engineering, architecture, public administration, statistical methods. Knowledge of data gathering and research techniques. Skill in computer literacy. Skill in graphic instructions such as blueprints, layouts, base maps or other visual aids. Skills in comprehending and making inferences from written materials such as census data, surveys, previous studies or government reports. Ability to establish and maintain effective working relationships with department leaders and other tribal and non-tribal officials and contractors.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.